GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES – MA&UD Dept. – Education – Transfers and Postings of Municipal Teachers working in all the Urban Local Bodies in the state – Guidelines / Instructions on Municipal Teachers' Transfers-2018 (Phase-II) – Orders – Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (D1) DEPARTMENT

G.O.RT.No. 507 Dated: 16-05-2018

Read the following:-

1. From the Director of Municipal Administration, A.P., Guntur, Lr.Roc.No.3396/2017/J3, Dated:22/05/2017.
2. G.O.Ms.No.54, Finance (HR.I-Plg & Policy) Department, Dated 02/05/2018.
3. From the Director of Municipal Administration, A.P., Guntur, Lr.Roc.No.3396/2017/J3-2, Dated:08/05/2018.

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ORDER:-

In pursuance of the orders issued, lifting of ban on transfers vide reference 2nd read above, the Director of Municipal Administration, A.P., Guntur has submitted the proposal on transfer and posting guidelines / instructions vide letter in the reference 3rd read above based on the representation of various Teachers and Teacher Unions to effect the Municipal Teacher Transfers 2018 to the various categories of Teachers working in the Municipal Management under Spouse, Mutual, Inter Management/District and request general transfers.

2. After careful consideration of the matter, Government hereby issue the following guidelines / instructions for transfers and postings to various categories of Teachers working in the Municipal Management for effecting General Transfers - 2018 within the District (Phase II):-

Phase-II : Municipal Teacher's General Transfers-2018.

A. Applicability : Transfers shall be applicable to all categories of Teachers working in Municipalities / Corporations as per Service Rules, 2016 i.e. Gr.II Head Masters, School Assistants, Specialist Teachers, PSHMs, Secondary Grade Teachers and other equivalent categories working in all Municipal / Corporation Primary / Upper Primary/ High Schools in the State.

Transfer Counselling:	All the Transfers shall be processed by applications filled by Teachers and submitted the same along with prescribed Format to the RDMAs concerned through the Municipal Commissioners concerned.
Competent authority for postings and Transfers	RDMAs of concerned regions and Corporation/Standing Committee in respect of GVMC and VMC in the State, as the case may be.
Unit of Transfers:	Revenue District : - Municipalities / Corporations separately - In case of VMC & GVMC – unit is respective corporation.

B. Criteria for Transfer :

1) Those teachers who have completed 8 years of continuous service in a particular school and the Head Masters Gr-II who have completed 5 years of continuous service in a particular school, as on 30.04.2018 shall be compulsorily transferred.

- Provided those who are going to retire within 2 years from 30.04.2018 shall not be shifted until and unless the incumbent requests for such transfer.

- The Male Head-Master Grade-II/ Teacher aged below 50 years of age as on 30.04.2018 working in Girls High School shall be transferred.

2) If no women HMs/ Teachers are available to work in Girls High Schools, then male HMs/ Teachers who are over above 50 years of age (as on 30.04.2018) may be considered for posting to such Schools.

3) Grade-II Head-Masters/ Teachers who have completed a minimum period of three years of service in a particular School as on 30.04.2018 shall be eligible to apply for transfer.

4) The Teachers who have completed 8 years of service in the present School and working as NCC Officer should be posted in the vacancy in a school where there is NCC unit. If there is no vacancy they may be posted in a school where there is no NCC unit, so that NCC Teacher may open new NCC unit in that School.

5) Preference shall be given to Head-Master Grade-II who have studied Urdu/ Oriya/ Tamil Language as 1st Language in the respective minor medium Schools.

6) While considering the request transfers based on above conditions, preference shall be given to the employee based on the following entitlement points;

Sl.No.	Item	Entitlement Points
i)	For the service in the present school (as on 30.04.2018) Note: for maximum 8 years of service @ 8 points in respect of teachers and HMs of High Schools, as the case may be.	One (1) point per every year of completed service
ii)	Teachers who secured "Best Teacher Award" at National/ State Level issued by respective Governments.	Three (3) points.
iii)	If the children of Municipal Teacher are studying during the last 2 years in Mpl/ Govt./ZP/ Aided Schools – Self declaration and countersigned by MEO/ Dy.EO with Aadhar seeded info. of the child.	Two (2) points
iv)	The President and General Secretary of the Recognised Teacher's Unions at the State and District Levels.	Five (5) Points
v)	Un-married Head-Mistress Grade-II/ Unmarried female Teacher.	Four (4) Points

vi)	Working as NCC officer, if they have completed 8 years of service in the schools	Three (3) points
vii)	Minus points: If any disciplinary proceedings was initiated against the Teacher in the last 8 years period. 1. Major penalty – 5 points 2. Minor penalty – 3 points	Minus points – 5/3
viii)	Teacher whose spouse belongs to State Government or Central Government or Public Sector undertaking by Govt. or Local Body or Persons working in the Institutions against the Aided post category in AP and working in the same District / Outside District may opt for transfer.	Four (4) points
ix)	Performance in SSC-2018 Results (100% pass in concerned subject (applicable to all teachers who taught 10th Class subjects during 2017-18 AY)	Two (2) points

7) In case of a Tie in Points secured:

In case the entitlement points for two or more applicants are equal, the seniority shall be determined as below:

1. Applicants having disability (Ortho, Visual, Hearing) shall take priority, only on production of certificates.
2. Subject to the above, the seniority in the cadre shall be taken into account.
3. Priority to the candidate basing on the date of birth (older), besides (1) & (2) above.

8) Preferential categories:

The following categories shall take precedence in the seniority list, in the order given below, irrespective of their entitlement points.

a) Disabled persons – Orthopedically handicapped/ Visually Challenged/ Hearing impaired not less than 70% as certified by a competent authority – District Medical Board.

b) Widows (Proof of evidence required)

c) Legally separated women (Certificate to be produced – Issued by Court)

d) Head-Master/ Teacher and their dependents suffering with the following diseases and undergoing treatment (Proof of evidence from the listed Hospitals/ Certified by District Medical Board)

a. Cancer
b. Open Heart Surgery
c. Neuro Surgery
d. Bone TB
e. Kidney transplantation/ Dialysis

e) Applicants with dependents – Mother, Father, Spouse, Children who are mentally retarded and are undergoing treatment (certificate issued by District Medical Board)

f) Children suffering with holes in the Heart by birth and undergoing medical treatment available only at specified places to which they are seeking transfers (Certificate of evidence)

g) Applicants with dependent children suffering from juvenile Diabetes (Certificate issued by District Medical Board)

9) Notification of Vacancies:

a) The following vacancies shall be notified for the purpose of counselling:

i) All the existing clear vacancies except the leave / suspension vacancies.

ii) Consequential vacancies arising due to compulsory transfers (Completion of 5/8 years).

iii) Resultant vacancies arising during counselling in case of teachers who have not completed compulsory period 5/8 years, shall be notified.

b) The appointing authority (RDMA/VMC/GVMC) shall notify the vacancies.

10) Publication of Vacancies and Seniority List:

The following lists shall be published in the official website of the Municipality/ Corporation; and also displayed in the office of the Commissioner/RDMA (Notice Board) and the copies can be provided to all Teacher Unions.

a) The School-wise vacancy position of Head-Master Grade-II, School Assistants, Secondary Grade Teachers and Equivalent categories of the above posts for counselling.

b) The list of names of the Head Master Grade-II and Teachers who applied for transfers with their entitlement points.

c) After the last date for applying transfers as per schedule, the seniority shall be prepared – category wise, subject-wise medium wise and the seniority list with entitlement points shall be published.

11) Application submission & Counselling :

a) The Head-Masters/Teachers shall apply for transfer in the prescribed proforma within time duly countersigned by the Head Master/Commissioner.

b) The applicants seeking to apply under preferential categories shall also submit along with application, the latest certificate issued by the competent authority in that regard.

c) After receipt of applications the RDMA/VMC/GVMC shall display the provisional seniority lists and call for objections if any. After redressing the

objections/ grievances, the authority shall display the final seniority along with the entitlement points in the notice board.

d) If any Head-Master Gr.II or Teacher who is compulsorily transferable on completion of 5/8 years of service, as the case may be, does not apply or having applied does not attend the counseling, in such case, he/she will be transferred, to the available left over vacancies in the Municipality or Corporation.

e) The RDMAs shall attend to the objections raised by teachers if any on the seniority list or entitlement points and cause verification and finalized the list.

f) Transfers and postings of Head-Master and Teachers shall be done on the basis of entitlement points as specified above. After finalization of seniority lists and notification of vacancies options shall have to be exercised by the teachers during counseling process. Transfer orders shall be issued by the RDMA/VMC/GVMC after counseling.

g) The Process of counseling is proposed to be conducted by the RDMA/VMC/GVMC at the District Head Quarters or a convenient place in the district. The District Head Quarter Commissioners shall make necessary arrangement for conduct of the counseling.

h) All the Commissioners of ULBs in the State shall get ready with the following information;

i) Prepare vacancy list category/cadre wise and submit to RDMA concerned.

ii) Prepare list of Transfer applications of Teachers/HMs and submit to RDMA concerned.

iii) Prepare lists as per entitlement points and submit to RDMA concerned.

iv) Prepare seniority lists of all categories of the Teachers and submit to RDMA concerned.

v) Prepare lists of Teachers with Preferential categories and submit to RDMA concerned.

12) Committee for Conduct of Counseling for Transfers:

For the purpose of conduct of Transfers counselling, the following committee has been proposed.

1) Regional Director of Municipal Administration concerned.
2) One Nodal Officer to be identified by RDMA
3) One Commissioner/Additional Commissioner in the District.
4) One senior most Head-Master of the High School in the District may be identified by the RDMA.

13) Issue of Transfer orders:

a) Based on the options exercised by Head-Masters/Teachers, the RDMAs shall issue posting orders to all the Head-Masters/Teachers.

b) In absentia orders to be issued to Head-Masters/Teachers who have completed 5/8 years of service and who do not attend counselling.

c) Once posting orders issued after counselling, there shall not be any modification or review.

d) The Transfer orders shall be in force with immediate effect.

14) Other Issues:

a) Any appeal against the orders issued by the RDMAs concerned, to this effect, shall lie with the Director of Municipal Administration, A.P., Guntur. The appeals of teachers on the transfer counseling shall be disposed off within 15 days from the date of receipt of the appeal.

b) Any Teacher who has submitted false information, certificates and the officers who have countersigned such false information shall be liable for disciplinary action as per APCS (CCA) Rules, 1991.

c) The authorities who have issued orders in violation of the above instructions / guidelines shall also liable for disciplinary action as per CCA Rules, 1991.

15) Time Schedule :

Sl.No.	Activity	Duration
1	Submission of Applications to the MCs concerned/online.	3 days (after completion of Phase-I Transfers)
2	The concerned MC shall submit proposals as per above para 11 (h) to the RDMA concerned.	2 days
3	Finalization of lists by the RDMA/VMC/GVMC	5 days
4	Transfer counselling – District wise After finalization of vacancies by the RDMA/VMC/GVMC after completion of Phase-I Transfers.	3 days
5	Issue of proceedings.	2 days

3. The Head of the Department concerned is responsible for the implementation of the transfer orders in the most transparent manner possible without giving any scope for complaints / allegations. Any violation of these guidelines will be viewed seriously by the Government.

4. The requests of the teachers having any charges / ACB / Vigilance cases pending against him / her shall be not be considered for transfer. The authority shall indicate this fact clearly against the name of the employee if there is any request for transfer and no TA / DA will be paid to the employees as these transfers are effected at their request.

5. The Director of Municipal Administration, A.P, Guntur shall take further necessary action in the matter and he is also instructed that the Regional Director of Municipal Administrations concerned to follow the above guidelines during the transfers counselling very scrupulously within time limit as stipulated vide G.O. in the reference 2nd read above.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director of Municipal Administration, Andhra Pradesh, Guntur.
All the Regional Director of Municipal Administrations concerned through the Director of Municipal Administration, A.P., Guntur.
All the Municipal Commissioners through the Director of Municipal Administration, A.P., Guntur.
The Director of Treasuries and Accounts, A.P, Ibrahimpatnam, Vijayawada.
The Director of State Audit, A.P., Vijayawada.
Copy to:-
Finance (HR.I) Department, A.P. Secretariat.
O.S.D. to Minister for MA&UD.
P.S. to Principal Secretary to Government, MA&UD Department.
SF / SC.

// FORWARDED BY ORDER //

SECTION OFFICER.